

## COST-SAVINGS SUBMISSION FORM -- *First Draft*

To: Michael Ortega

Date: April 14, 2011

Employee Name: Maria Mena

Department: Health/Nursing

Cost-Saving Idea & Description:  
(Describe Current Process and Proposed Cost-Saving Process)

Maria has been able to make posters that have all of the HIPAA regulations on it. With this implementation, the Department will be saving money on printing costs. Prior to this, the HIPAA regulations were placed in documentation form on all of the client charts (Immunizations, Family Planning, STD, HIV and TB) for their information. (4pgs @ \$.04 per page). The implementation cost was about \$75. Now that the document is on display in the Lobby, they merely need to read it (English or Spanish!) and sign that they did. For the month of March, Immunizations saw 228 clients. That's over \$36 for one month for one program!

If extra space is needed, you may attach one additional page for cost-saving idea and description.

Estimated Cost-Savings: approx. \$1000/year

Employee Signature: *Outland for M. Mena*

☐ I do not wish to be publicly recognized if an award is granted for this suggestion.

County Administrator/  
Deputy County Administrator  
Initial Review/Comments and  
Next Steps:

Estimate of Cost -Savings: \_\_\_\_\_

Cost to Implement: \_\_\_\_\_

Detail:  
(Estimate of Cost-Savings)

Prepared by: *Outland*

Date: 4.19.11

County Attorney's Office Review (if applicable): \_\_\_\_\_

### FOR BOARD OF SUPERVISORS OFFICE ONLY

☒ Approved (County Administrator or Deputy County Administrator)

Priority: \_\_\_\_\_

☐ Disapproved (County Administrator or Deputy County Administrator)

Date to Implement: \_\_\_\_\_

Authorize for Payment of Incentive Award: ☐ Yes ☐ No

Amount: \_\_\_\_\_

Date for Awards Ceremony: \_\_\_\_\_

Signature: *[Signature]*

Date: *8/24/11*

### FOR PAYROLL OFFICE ONLY

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

## Vlahovich, Jim

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**From:** Vlahovich, Jim  
**Sent:** Thursday, August 25, 2011 3:52 PM  
**To:** Mena, Maria  
**Cc:** Ortega, Michael; Morales, Julie; Motter, Gussie; Gomez, Mary; Klein, Lois  
**Subject:** Cost-savings proposal

Maria, the Merit Board met on August 2nd to consider your cost-savings proposal to make posters containing all of the HIPAA regulations. We approved this proposal and per the County Employee Awards Policy, you will be given a \$25 gift certificate. We greatly appreciate your efforts to contain costs and would encourage you to continue to submit cost-savings ideas for our consideration. Thanks Maria.

*James E. Vlahovich*

Deputy County Administrator  
Cochise County Board of Supervisors  
1415 Melody Lane  
Bisbee, Arizona  
520-432-9200  
520-432-5016 (Fax)

*Cochise County - "Our programs are public, our service is personal"*



## Motter, Gussie

**From:** Falkenberg, Ray  
**Sent:** Tuesday, May 24, 2011 8:09 AM  
**To:** Mena, Maria  
**Cc:** Motter, Gussie; Wentland, Carolyn  
**Subject:** RE: Cost-savings submittal

Corrections as follows:

The calculation of the annual cost savings of \$1,000 isn't clear. They cite 228 Immunization clients at a savings of 16 cents each, which totals \$36.48. That is \$437.76 annually. The monthly volumes of the other programs cited are not mentioned.

- 7 pages x pack @ ~~0.406~~ 0.0406 x page = ~~\$2.84~~ 0.2842 per pack
- Family Planning, HIV, Immunes, Pregnancy, STD and TB Program have to provide the HIPAA pack to each client
- Approximate 460 clients were served in March 2011 alone: 460 x ~~\$2.84~~ 0.2842 = ~~\$1,306.40~~ 130.73  
Annualized savings = \$1,568.76

**Ray Falkenberg**  
Administrative Services Manager  
Desk: 520 432 9414  
Cell: 520 249 1651

**From:** Mena, Maria  
**Sent:** Monday, May 23, 2011 6:20 PM  
**To:** Falkenberg, Ray  
**Cc:** Motter, Gussie; Wentland, Carolyn  
**Subject:** RE: Cost-savings submittal

Ray see red notations and please check calculations.....

**From:** Motter, Gussie  
**Sent:** Thursday, May 19, 2011 3:36 PM  
**To:** Wentland, Carolyn; Mena, Maria  
**Subject:** FW: Cost-savings submittal

Can you answer Ray's questions below? Please copy Jim and me on the answers. Thank you.

Gussie

**From:** Falkenberg, Ray  
**Sent:** Thursday, May 19, 2011 3:32 PM  
**To:** Motter, Gussie; Vlahovich, Jim  
**Subject:** RE: Cost-savings submittal



Observations:

1. Is the \$75 implementation cost the total cost for printing and mounting all posters?
  - Total cost between frames and printing approximate \$250 – 300. Do not have exact printing charges from P&Z (7 posters 20x 24)
2. The calculation of the annual cost savings of \$1,000 isn't clear. They cite 228 Immunization clients at a savings of 16 cents each, which totals \$36.48. That is \$437.76 annually. The monthly volumes of the other programs cited are not mentioned.
  - 7 pages x pack @ 0.406 x page = \$2.84 per pack

8/1/2011

- Family Planning, HIV, Immunes, Pregnancy, STD and TB Program have to provide the HIPAA pack to each client
  - Approximate 460 clients were served in March 2011 alone:  $460 \times \$2.84 = \$1,306.40$
3. Was the general fund paying for the printing of all HIPAA disclosures, or was some of the cost shared among grant programs?
- Printing should be charged to each program. However I would not be surprised if GF absorbs most of the cost particularly during Flu clinics
4. I went to look at the poster in the Bldg. A lobby, and the receptionist told me the poster hadn't been installed yet. What is the system-wide roll-out date?
- The posters/frames were given to each site around the week of April 14<sup>th</sup> to be hanging up as soon as possible. I believe is already in progress
5. I am not a HIPAA expert. Does an "acknowledgement signature" referencing a poster satisfy HIPAA requirements?
- We have to provide a disclosure of the Notice of Practice and Patient Rights and Responsibilities however is not specific to how. The clerks have been instructed to direct the clients to the poster and to provide a copy of the pack upon request.

If the above issues can be clarified, I'm all for saving a grand a year!

**Ray Falkenberg**

*Administrative Services Manager*

Desk: 520 432 9414

Cell: 520 249 1651

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**From:** Motter, Gussie

**Sent:** Thursday, May 19, 2011 3:07 PM

**To:** Falkenberg, Ray

**Subject:** RE: Cost-savings submittal

It's that cheap attachment glue!

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**From:** Falkenberg, Ray

**Sent:** Thursday, May 19, 2011 3:06 PM

**To:** Motter, Gussie

**Cc:** Vlahovich, Jim

**Subject:** RE: Cost-savings submittal

Attachment?

**Ray Falkenberg**

*Administrative Services Manager*

Desk: 520 432 9414

Cell: 520 249 1651

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**From:** Motter, Gussie

**Sent:** Thursday, May 19, 2011 3:05 PM

**To:** Falkenberg, Ray

**Cc:** Vlahovich, Jim

**Subject:** Cost-savings submittal

Hi Ray,

Please take a look at this cost-savings proposal and weigh-in for us. Thank you.

Gussie